

Real Estate Reimbursement for the Sale and/or Purchase of a Home.				
Part I – Employee Information				
Name and Address of Employee:			Travel Order Number:	
Part II – Residence Information				
Old Official Duty Station:			New Official Duty Station:	
Sale/Purchase Price and Date Closed	\$	Date Sale Closed:	\$	Date Purchase Closed:
Payee Certification	<p>I hereby certify that the amount claimed represents reimbursement of amounts actually paid by me in connection with the:</p> <p>__ Sale of my former residence, the title of which was in my name (and/or the name of a member of my immediate family) and that it was in fact my residence at the time of my official notification on transfer.</p> <p>__ Purchase of a new home and that the title to the property identified above as my new residence is in my name (and/or the name of a member of my immediate family) and that it is my residence at my new official station.</p> <p>__ I further certify that the amount claimed is correct and that payment or credit has not been received.</p>			
Employment agreement signed?	Signature of Payee:			Date:
__ Yes __ No	Signature of Authorizing Official:			Date:
Part III – Expenses Incurred and Paid in Selling and/or Purchasing Residence				
Expense Item and Explanation		Total Amounts Paid		
		Sale Expenses for Former Residence at Old Duty Station	Purchase Expenses for New Residence At New Duty Station	
1. SALES/BROKER'S COMMISSION FEES: The sales commission paid to a broker or real estate agent for selling former residence. Includes fees for listing the residence and payment for multiple listing service, when not included in the commission paid to the broker or the agent.		\$		
2. ADVERTISING FEES: Expenses paid for newspaper and other advertising when a direct sale is made without using the services of a real estate broker or real estate agent.		\$		
3. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.		\$		
4. LEGAL AND RELATED FEES: The amount(s) paid for title costs, e.g., abstract or title search, title examination, related notary fees, title insurance policy; costs of preparing conveyance documents and contracts; costs of making surveys, preparing drawings or plats when required for legal financing purposes; recording and transfer charges, etc.		\$	\$	
5. MISCELLANEOUS COSTS: Amounts paid in connection with sale of the former residence and/or purchase of the new residence. The purchaser ordinarily pays these expenses (except Item a. below); however, depending on local custom and practice, the seller may be required to pay some of them.				

a. PREPAYMENT CHARGE: The amount required in the mortgage (or other mortgage security instrument) as a fee paid for loan repayment; or if not specifically required by the mortgage instrument, the prepayment amount paid. The amount is limited to 3 months prevailing interest on the loan balance.	\$	
b. LENDER'S APPRAISAL FEE: The amount paid for the mortgagee or lender's charge for residence appraisal.		\$
c. LOAN ORIGATION FEE (<1%)	\$	\$
d. CERTIFICATION FEE: The amount paid for any required certification as to the structural soundness or physical condition of the property, e.g., lender's inspection fee, pest inspection, radon test, etc., if required by the mortgagee and/or lender, FHA or VA.	\$	\$
e. CREDIT REPORT FEE: The amount paid for the credit or factual data report on the buyer, if required by mortgagee and/or lender, FHA or VA	\$	\$
f. MORTGAGE TITLE POLICY FEE: The amount paid for mortgage, or lenders, title insurance only. A mortgage insurance policy on the life of the borrower and the additional cost for an owner's title policy are NOT reimbursable expenses.	\$	\$
g. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title company, or similar entity used to close a real estate transaction.	\$	\$
h. CITY/COUNTY/STATE TAX STAMPS	\$	\$
i. SALES OR TRANSFER TAXES: MORTGAGE TAX	\$	\$
j. FHA OR VA APPLICATION FEE	\$	\$
k. SURVEY	\$	\$
6. OTHER INCIDENTAL EXPENSES: This includes other expenses that are reasonable and customary charges or fees paid as may be authorized and not properly included in the items listed above. Incidental expenses must be itemized and explained. Attach a separate sheet, if necessary.	\$	\$
TOTAL COSTS INCURRED AND PAID FOR THE SALE OF THE FORMER RESIDENCE AT THE OLD DUTY STATION	\$	
TOTAL COSTS INCURRED AND PAID FOR THE PURCHASE OF THE NEW RESIDENCE AT THE NEW DUTY STATION		\$
Note: Costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. No fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued by the Board of Governors of the Federal Reserve System.		